

APPLICATION FOR AN
INTERIM ADMINISTRATIVE CERTIFICATE
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: (602) 542-4367

Interim Administrative certificates are issued in the areas of supervisor, principal and superintendent. It entitles the holder to perform the duties described under the specific certificate. The certificate is valid for one year from the date of issuance and may be extended yearly for no more than two consecutive years. The candidate must be enrolled in an Arizona State Board approved alternative path to administrator certification program, or an Arizona State Board approved administrator preparation program. Verification of Structured English Immersion (SEI) training is required for initial issuance. An individual is not eligible to hold the interim administrative certificate more than once in a five-year period.

GENERAL INSTRUCTIONS AND INFORMATION:

Please submit the following:

- A. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).
- B. A completed *Application for an Interim Administrative Certificate* and a money order, cashier's check or personal check **ONLY** for \$60, made payable to the Arizona Department of Education (ADE). Fees are **not** refundable. **Cash will not be accepted.**
- C. Official transcripts documenting a Bachelor's or more advanced degree from an accredited institution. A Master's or more advanced degree is required if applying for an *Interim Superintendent* certificate.
- D. Submit one of the following:
 - [Verification of PreK-12 Teaching Experience](#) form verifying three (3) years of full-time teaching experience OR
 - A letter on official letterhead from the District Superintendent or Personnel Director to verify related education services experience in a PreK-12 setting from the District Superintendent or Personnel Director. (**Supervisor and Superintendent Certificate ONLY**).
- E. Letter of verification, signed by the dean or department chair of a college of education, indicating enrollment in an Arizona State Board approved alternative path to administrator certification program, or an Arizona State Board approved administrator preparation program.
- F. Letter of verification indicating the holder of the interim certificate shall be under the direct supervision of the appropriate Arizona certified district administrator or the appropriate County School Superintendent.
- G. Official transcripts or Structured English Immersion (SEI) Certificate of Training verifying 3 semester hours or 45 clock hours of approved SEI endorsement training to qualify for the SEI endorsement (if required).

Please refer to our website at <http://www.azed.gov/educator-certification/certificate-requirement/administrator-certificates/> for any other specific requirements.

SECTION 1: PERSONAL INFORMATION – PRINT IN BLUE OR BLACK INK.

Social Security Number: _____ **Date of Birth:** ____/____/____ **Gender:** M / F
(For identification purposes only)

Full Legal Name: _____
Last First Middle

Mailing Address: _____
Street Number or P.O. Box City State Zip

Telephone: (____) _____-____ **Email Address:** _____

Ethnicity: ____ American Indian or Alaskan Native ____ Black or African-American (Not-Hispanic) ____ White (Not-Hispanic)
____ Asian or Pacific Islander ____ Hispanic or Latino ____ Other
(Gender and Ethnicity are requested for federal reporting purposes only)

SECTION 2: CERTIFICATION TYPES AND FEES

INTERIM ADMINISTRATIVE CERTIFICATES (PreK-12):

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| ___ Interim PRINCIPAL , PreK-12..... | \$60 |
| ___ Interim SUPERINTENDENT , PreK-12..... | \$60 |
| ___ Interim SUPERVISOR , PreK-12..... | \$60 |

ENDORSEMENTS:

| | |
|---------------------------------------|-------------|
| ___ Structured English Immersion..... | \$60 |
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SECTION 3: CRIMINAL HISTORY - Answer EVERY question, sign and date. Attach **Explanation of Incident, if required.**

ATTENTION:



If “YES” is indicated for any of the following questions, you must attach an **Explanation of Incident** form to your application before it can be processed. You may download the form at: <http://www.azed.gov/educator-certification/downloadable-certification-forms/>

ATTENTION:



- | | |
|--|---|
| <p>1. ➤ YES__ NO__ Have you ever had any professional certificate or license, revoked or suspended?</p> <p>3. ➤ YES__ NO__ Have you ever been convicted of any felony offense?</p> <p>5. ➤ (Answer every question.) Have you ever been arrested for any of the <u>following</u> offenses in this state or similar offenses in another jurisdiction?</p> <p>➤ YES__ NO__ Second-degree murder</p> <p>➤ YES__ NO__ Aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument against a minor under fifteen years of age</p> <p>➤ YES__ NO__ Sexual assault</p> <p>➤ YES__ NO__ Molestation of a child</p> <p>➤ YES__ NO__ Sexual conduct with a minor</p> <p>➤ YES__ NO__ Commercial sexual exploitation of a minor</p> <p>➤ YES__ NO__ Sexual exploitation of a minor</p> <p>➤ YES__ NO__ Child abuse</p> <p>➤ YES__ NO__ Kidnapping</p> <p>➤ YES__ NO__ Sexual abuse of a minor</p> <p>➤ YES__ NO__ Taking a child for the purpose of prostitution as prescribed in section A.R.S. § 13-3206</p> <p>➤ YES__ NO__ Child prostitution as prescribed in section ARS § 13-3212</p> <p>➤ YES__ NO__ Involving or using minors in drug offenses</p> | <p>2. ➤ YES__ NO__ Have you ever received a reprimand or other disciplinary action involving any professional certification or license?</p> <p>4. ➤ YES__ NO__ Have you ever been arrested for any offense for which you were fingerprinted?</p> <p>5. ➤ (Answer every question.) (continued) Have you ever been arrested for any of the <u>following</u> offenses in this state or similar offenses in another jurisdiction?</p> <p>➤ YES__ NO__ Continuous sexual abuse of a child</p> <p>➤ YES__ NO__ Attempted first-degree murder</p> <p>➤ YES__ NO__ Any other dangerous crime against children as defined in section A.R.S. § 13-604.01</p> <p>➤ YES__ NO__ Any of the above listed offenses if committed as a reparatory offense as described in A.R.S. 13-1001</p> <p>➤ YES__ NO__ Any offense causing you to register as a sex offender</p> <p>➤ YES__ NO__ First-degree murder</p> <p>➤ YES__ NO__ Armed Robbery</p> <p>➤ YES__ NO__ Incest</p> <p>➤ YES__ NO__ Exploitation of minors involving drug offenses</p> <p>➤ YES__ NO__ Sexual abuse of a vulnerable adult</p> <p>➤ YES__ NO__ Sexual exploitation of a vulnerable adult</p> <p>➤ YES__ NO__ Commercial sexual exploitation of a vulnerable adult</p> <p>➤ YES__ NO__ Abuse of a vulnerable adult</p> <p>➤ YES__ NO__ Molestation of a vulnerable adult</p> <p>➤ YES__ NO__ Neglect of a vulnerable adult</p> |
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I understand that pursuant to ARS § 15-534, any person who makes a false statement, representation or certification in any application for certification is guilty of a misdemeanor offense. I swear or affirm that the foregoing information completed by me, or submitted by me for certification purposes is, to the best of my knowledge, true and correct. Furthermore, should any part or all of the information herein provided prove to be false, I recognize that it shall be just cause for revocation, suspension, or other disciplinary action against any certificate issued to me by the Arizona Department of Education.

Applicant's Signature

Date